

IG CHECKLIST
(AG Admin & Pers - Promotions and Advancements)

Proponent/Phone No:	Adjutant General/2-3007	
Functional Area:	Administration & Personnel	
Program/Activity Topic:	Promotions and Advancements	
Date of Revision:	10 September 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 600-8-19, 1 Nov 91, Enlisted Promotions and Reductions.		
b. MILPER MSG 95-126, Guidance Clarification Concerning Promotion to SGT/SSG.		
c. MILPER MSG 96-103, Strength Mgmt and Guidance Concerning Advancement to SPC.		
d. MILPER MSG 96-213, Procedural Changes to AR 600-8-19.		
e. MILPER MSG 99-162, 25 May 99, Procedural Changes to AR 600-8-19.		
2. Discussion. Accurate and timely submission of actions is vital to processing promotions actions.		
3. Questions.	YES	NO
a. Are the following publications on hand?		
AR 600-8-19		
MILPER MSG 95-126		
MILPER MSG 96-103		
MILPER MSG 96-213		
MILPER MSG 99-162		
b. Does the BNS1 have a continuity book or SOP with the appropriate messages and policy letters?		
SGT/SSG PROMOTIONS		
c. Are Promotion Boards held between the 1st and 15th of every month?		
d. Are procedures in place to ensure soldiers who are eligible for promotion without waiver, but not recommended are counseled in writing?		
e. Is the promotion clerk identifying soldiers with 699 promotion points or less and notifying the soldiers that they will be removed from the list if they don't validate their points within 24 months from their last action		
f. Are soldiers who are not recommended by the board or who failed to maintain minimum standing promotion points, counseled by an official designated, in writing, by the President of the Board?		
g. Are promotion board members properly appointed?		
h. Are promotion board proceedings IAW AR 600-8-19, para 3-18?		
i. Are the original Promotion Board Proceedings on hand for the current and past 2 years?		
j. Are EDAS C10s on hand for the current and three previous months?		

	YES	NO
k. Are the battery commanders annotating "Yes or No" and signing Part 4 of the AAA-117 report?		
l. Are batteries posting the most current EDAS C10s on their bulletin boards with SSNs blocked out?		
m. Is the EDAS C10 annotated to reflect newly recommended soldiers by the board for the current month, newly assigned promotable soldiers, and are copies forwarded to the batteries for posting on battery bulletin boards?		
p. Is a DA Form 4187E prepared for PV2s who were denied advancement previously?		
q. Is a DA Form 4187E prepared for PV2 advanced with waiver?		
r. Is a DA Form 4187E prepared correctly for soldiers being advanced or denied advancement to the next grade?		
s. Are computations for the number of waivers for advancement IAW HQDA guidance?		
t. Are the grade change transactions submitted in a timely manner (simultaneously done By generating the DA Form 4187E)?		
u. Does the AAA-117 reflect the correct grades for those previously advanced or reduced?		
v. Is the AAA-117 filed properly IAW AR 25-400-2?		
w. Is the DA Form 4187 signed by the appropriate authority?		
4. REMARKS:		